

MMIS+ IPRS Governance Meeting of August 21, 2001

Minutes

Attendance:

DMA - Present: Linda Connelly, Rich Ham, Rebecca Johnston, Linda Gustafson, Beverly Hill
- Absent: None
DMH - Present: Gary Imes, Tim Wildfire, Betty Cogswell, Susan Brown Ward, Rick Olson
- Absent: None
Controllers - Present: Gary Fuquay, Jack Chappell
- Absent: Curtis Crouch
EDS - Present: Cathy Waters, Joyce Norals, Mike Frost, Evelyn Woodard
- Absent: Ricky Pope, Patrice Ticehurst
DIRM - Present: Not invited
Guests - None

Gary Imes chaired the meeting.

1. Governance Sub-Committee Report on the Group's Charter

The committee reviewed Linda Connelly's draft charter for the Governance group. Linda explained her comments and the organization of her proposed changes. The group liked the direction of the revised document and Gary Imes asked the sub-committee to update the draft and to distribute it for review in advance of the next meeting, September 10.

The following decisions were made by the group while discussing topics related to the charter document:

- The chairperson will serve for one quarter, then the responsibility will shift. Gary Imes now, followed by Linda Connelly, followed by Gary Fuquay.
- The meeting minutes will show meeting attendance
- DIRM would be on all future agenda to present a brief update on DIRM / ITS projects having potential impact on MMIS operations or related projects.
- It would be advantageous to place all Governance related documents (charter, agenda, minutes, procedures, reports, etc.) onto a "shared drive". This would allow all persons easy access to the documentation. Gary Imes/Rick's action item.
- The group will adopt the existing DMA process for interfacing with EDS to review and prioritize CSRs (each area prioritizes its own) or other requirements needing attention or decisions.
- The Governance charter defines voting member organizations and voting practices. Each Division will have one vote. The representative identified to cast votes for their division will be responsible for informing the committee chairperson of any anticipated absence and designating an individual to serve as their proxy.
- A process of how DMH will provide funds to DMA for the purpose of "funding" shared projects must be developed. Gary Imes, Cathy Waters, Rich Ham and Phillip Hoffman

will need to discuss and draft a position paper. It may be advantageous to follow the procedures and format of the "affected areas" process and documentation used throughout the IPRS development effort.

- DMA will send its CPT codes to DMH for review.
- The revised charter may contain additional cosmetic and other points not recorded in these minutes.

2. DMA / DMH Decision Points

Mike Frost distributed an updated "MMIS+ Decision Points" document which had been refined, including being reorganized. This will be a "living" document and will be used by the EDS support staff when analyzing CSRs.

In addition, a several page worksheet, "Definition, Analysis, Business Design" was distributed. This worksheet is used to help determine functional areas affected by change requests.

3. Communication Model

The "ISSUES MEMO" form was updated and distributed in the meeting. A response-by-date was added.

4. Change volume and impact

The EDS document "Analysis of MMIS system changes released to production 11/2000 - 6/2001" was updated to include from June 22 through August 4 change activity. There were no CSRs directly impacting DMH processing and four CSRs with shared elements. This report will continue to be updated and presented in future meetings.

5. Cost Allocation

Curtis Crouch did not attend the meeting. He will be developing more detail about cost allocation alternatives from contacts with other states. The importance of proper and accurate communications with CMS was emphasized.

6. Next Meeting

The group noted that the Governance's next meeting would be September 10, 3:30pm, 616 Oberlin Road, room 152